

Certificate of Occupancy (C.O.) Requirements

A C.O. is required if one of the following occurs:

1. New construction.
2. Change of use.
3. Renovation of more than 50% value of structure.

The following will be required:

1. Final inspections on all permits, including subs, revisions, fences, etc.
Note that the building final should not be ordered until all other permits are finalled. If the property is located in the historic district, a HARC final is also required. All site work, including landscaping, must also be completed.
2. Fire Inspector sign-off is required on multi-family and commercial projects.
Call 292-8179 to schedule, at least two (2) working days in advance.
3. A residential garbage prepayment receipt is required for new residential projects. Present the City's Revenue Division (525 Angela St) with the property RE number (Real Estate Parcel Number) and FKAA account number. The fee is approximately \$25.00.
4. An elevation certificate is required in all flood zone districts.
5. The C.O. fee is \$100 for residential and \$200 for commercial construction.

The C.O. will be processed within 72 hours of completion of work. Please make the request to the Building Department. Contact Keys Energy after approval of C.O. for power.